

REAL PROPERTY

Non-DGS Rent (1301)

Comptroller Object 1301 is to be used for private lease agreements where rental payments are not paid to the Department of General Services (DGS). Agencies should budget for the entire rental amount in accordance with the terms negotiated on their behalf by DGS. For further information, contact:

Linda McGovern, Chief, 410-767-4328
DGS Division of Lease Management and Procurement
Room 601, 300 W. Preston Street
Baltimore, MD 21201

NOTE: Rental of garage space shall appear as Comptroller Object 0705 unless the entire garage or parking lot is being leased or such spaces are included in the building lease.

Rent Paid to DGS (1303)

This Comptroller object should only be used for rental payments made to the Department of General Services. General funded (GF) agencies occupying space in buildings operated by DGS do not pay and should not budget for rent. However, agencies funded with any proportion of non-GF, occupying space in buildings operated by DGS, budget and pay rent to DGS for the non-GF portion of space occupied. Those agencies renting space from DGS should budget the entire amount in Comptroller Object 1303. Payment amounts should be provided to the agency by DGS in time for inclusion in the budget request. The Office of Budget Analysis will make appropriate adjustments as needed.

Schedule of Real Property Leases

Budget Form No. DBM-DA-24 is to be completed for each program or subprogram in which funding for rent is requested. All information requested on the form must be separately entered for each lease, existing and proposed. Where leases are funded in various subprograms, make an entry for each funding component and create a total for the lease. The information contained on the DBM-DA-24 should agree with or be reconciled to the total dollar amounts for Comptroller Object 1301 or 1303. Where appropriate, the leases should be listed and totaled by the Comptroller Object. Agencies may submit an Excel spread sheet with this information instead of using the DA-24. Consult with your budget analyst.